

7. Additional LIDB Training: We are excited to announce an LIDB Training Workshop at Redstone Arsenal in conjunction with the Worldwide Logistics Training Workshop (WLTW). LIDB workshop dates will be 3-5 March 2004, followed by the WLTW, 8-12 March 2004. This training is only open to WLTW attendees; OCONUS travelers have priority. If you would like to reserve a slot for the LIDB training workshop from 3-5 March 04, you must first register online and receive a confirmation that your name has been added to the WLTW attendee roster. Once that is done, email your LIDB training workshop request to helpdesk@logsa.redstone.army.mil. Training will be conducted in the Sparkman Center, Building 5309, Room 9324 (Electronic Meeting Room). More information will follow once students are selected. There are no tuition fees associated with this training. All TDY costs are the responsibility of the sending unit. The workshop will run from 0900, 3 March 2004, through 1600, 5 March 2004. The LIDB course will cover hands-on instruction in the following business processes in the version 6.0 release: Force, Item, Assets, Readiness, Maintenance, Pipeline, and related products. The workshop will be devoted to LIDB/WebLIDB modules and instruction on WebLOG products. Again, if you would like to attend this LIDB workshop, please send the request to: helpdesk@logsa.redstone.army.mil and put “LIDB Training” in the subject. Please note that all personnel selected for the training must confirm attendance NLT 28 April 2004. If you have specific LIDB Training Workshop questions, call DSN 645-0529/0523, COMM 256-955-0529/0523.

8. Airports: Attendees flying to this event should consider Huntsville International Airport as the preferred airport. Birmingham, AL and Nashville, TN also have international airports but are approximately 2 hours driving time from Huntsville, AL. Orders should reflect travel destination as “Huntsville, AL” rather than “Redstone Arsenal, AL” (non-availability statements might be required for travel destination of Redstone Arsenal).

9. Emergency telephone numbers: While in Huntsville, the emergency work number will be DSN 897-6698/645-8060, commercial (256) 313-6698/955-8060, FAX DSN 645-0872/897-6698, commercial (256) 955-0872/313-6698. We will monitor these numbers throughout the day. After normal duty hours, please phone: commercial (256) 955-7716 or DSN 645-7716.

10. Lodging: The following hotels have blocked rooms at listed rates for attendees, or are taking reservations for WLTW 2004. (Disclaimer: The hotels listed have agreed to reserve a block of rooms to accommodate attendees. However, the listing of a hotel herein does not constitute endorsement by the US Army of the listed hotel, its services, or any of its amenities. Neither the US Army nor any other agency of the US Government exercises control over the products or services provided by the listed hotels.) Any blocked rooms for which no reservation has been made by the applicable release date are subject to being released to the general public and/or other government travelers by the release date shown. Some hotels have provided a toll-free number for reservations; datafax numbers and e-mail addresses by which you may make reservations may also be specified. As of 1 October 2003, per diem rates for Huntsville, AL, will be \$106 a day (\$67 a day for lodging and \$39 a day for meals and incidentals) This list will be updated as blocks are filled and hotels will be added to the list as needed. Amenities at all facilities are subject to change. All hotels/motels listed below are within a 20 miles radius to Redstone Arsenal, AL.

***NOTES:

When making reservations, specify that you will be attending the “Worldwide Logistics Training Workshop” to make sure that your room is taken from the block of rooms set aside for this purpose; also, verify the cost of the room at that time. Certain taxes and fees are charged for each hotel room rental: Alabama tax - 10% of base room rate, and Huntsville fee - \$1 per night. State and local codes do not provide exemption from these for federal employees. These fees will sometimes increase your lodging costs to slightly more than the lodging portion of the per diem. Some, but not all, will absorb these fees by corporate policy. If they do, they may ask for an exemption form to be completed.

****** When you make your reservation, ask if the hotel you are making a reservation with will accept a tax exemption form. Please bring one with you from your home station, if the reservation clerk says one can be turned in. These hotels, however, are not required to absorb this cost—state laws on such tax exemptions vary from state to state.

If the hotel does not absorb that cost, you can request that the amount above the lodging portion of your per diem amount be reimbursed on your travel voucher.